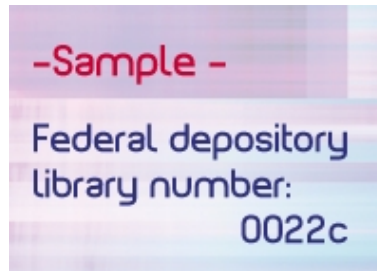




Getting Started as a New Coordinator



The following activities are important to give you a foundation as you get started.

Learn your depository library number. This number can be found on the inside flap of the depository shipment box and in the Federal Depository Library Directory. The number may include leading zeroes and a letter at the end. Please include your entire depository library number in all communications with GPO.

Locate your depository's passwords. See [Passwords Used in Depository Libraries](#).

Update the [Federal Depository Library Directory](#) (FDLD). Be sure that all directory information for your library's entry is up-to-date. This resource is used by depository libraries as well as the general public to locate libraries near them. You will use the Internal password to access the FDLD.

Sign up to [FDLP-L](#). This is currently the official communication channel for GPO to keep depository libraries informed of FDLP news, conferences, and other depository related information. At least one person at each depository library must be subscribed to the listserv.

Review the basic resources of the FDLP to learn about the legal requirements, program rules, and guidance for managing a Federal depository library. Federal depository libraries agree to follow the rules and requirements stated in 44 U.S.C. § 19.

These resources are:

[Federal Depository Library Handbook](#) (often referenced as the "Handbook" or "FDL Handbook"): The Handbook contains instructions and policies that provide legal and program requirements as well as guidance for depository operations. Each chapter also includes best practices, tips, and resources. The Handbook describes and links to these separate policies:

- * [Depository Library Public Service Guidelines for Government Information in Electronic Formats](#)
- * [FDLP Internet Use Policy Guidelines](#)

[FDLP Desktop](#) (often called the "Desktop"): The FDLP Desktop serves as the centralized resource for depository personnel. Use the Desktop to stay up-to-date with news in the FDLP and access various depository management tools, including a FDLP Community site.

[Catalog of U.S. Government Publications](#) (CGP): The CGP contains bibliographic records for U.S. Government publications generated by GPO since July 1976. Many of the records within the CGP contain direct links to publications available online through PURLs. The catalog is updated daily with new and historical publication records, making the CGP the central point for locating new and historical U.S. Government publications. The CGP also offers the option to Locate in a Library those depositories which currently select the referenced publication.

[Administrative Notes](#): Administrative Notes is the official newsletter of the FDLP, informing



the depository library community of policies, procedures, and news relating to the Federal Depository Library Program. This publication ceased in 2009, but it remains an official source of important information. An archive of the online issues is available on the FDLP Desktop.

Read more [About the FDLP.](#)

Next [Learn About Your Library's Depository Operation and Services](#)